



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: September 5, 2023

Re: Adoption of the City Classification and Pay Plan for FY 2024

Executive Summary

The ordinance adopts the City Classification and Pay Plan for FY 2024.

Discussion

The City Council approved funding for the City to engage an expert to design, conduct, and assist with implementation of a comprehensive classification and compensation plan to include a review of benefit offerings. The Segal Company Midwest, Inc. began this project in October 2021. Segal conducted planning meetings and employee information sessions, met with all labor groups, collected job data from employees, supervisors and department directors, used employee focus groups to gather more detailed information, evaluated job data and analyzed classifications, analyzed compensation using market data, developed salary structures and drafted new job descriptions. The result of this project is a new classification plan and pay structure for the City. The proposed pay ranges are approximately 6.4% above market to align with the proposed compensation philosophy. The FY 2024 classification and pay plan is attached along with an amendment sheet identifying classification changes.

The FY 2024 proposed budget includes:

- Adoption of pay ranges that are approximately 6.4% above market.
- Move to the new minimum pay adjustment for any employee paid below new minimum of their classification.
- Across the board increase of 2% for eligible permanent employees; not to exceed the maximum of the new pay ranges.
- Adjust supervisor pay to ensure all supervisors make 1% above highest paid employee they supervise.

Pay adjustments for positions represented by labor unions are based on Collective Bargaining Agreements/Memorandum of Agreements that are submitted as separate legislation for City Council approval.

Fiscal Impact

Short-Term Impact: All costs associated with implementation of the classification and pay plan have been included in the FY 2024 Budget.

Long-Term Impact: Annual review and calculation



Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Organizational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

[Comprehensive Plan Impacts:](#)

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
09/16/2013	Adopted current classification and compensation system.

Suggested Council Action

Adopt Classification and Pay Plan for FY 2024.